



# Pathways to Pharmacy Program

*Step Onto the Pathway Towards a Career in Pharmacy*

## PROGRAM APPLICATION PACKET



# PATHWAYS TO PHARMACY PROGRAM

## Questions and Answers

### **What will I gain from participating in the Program?**

- 10-weeks of work-readiness training and summer 2008 internship with CVS Caremark (approximately 200 hours).
- Exposure to all aspects of retail pharmacy and store operations, career opportunities and educational requirements.
- Training in: CPR/First Aid; HIPPA, other legal issues and universal precautions; work safety; communications in the workplace; available educational opportunities; employer expectations; and work-readiness.
- Job coaching and mentoring throughout internship.
- Opportunity for employment after successful completion of Program.
- Field trip to distribution center and corporate offices for first-hand look at operations.
- Other benefits to be discussed during Information Session, scheduled for April 29.

### **When and where will the training be held?**

- Training will begin June 2008 and end August 2008. Participants must be available to attend scheduled classes/workshops. Internship schedule will be coordinated between participant and their Worksite Mentor.
- Training will be held at Jordan High School, 6500 Atlantic Avenue, Long Beach, 90807; Youth Opportunity Center, 3447 Atlantic Avenue, Long Beach, CA 90807; and/or other convenient location.

### **Who is eligible to participate?**

- Youth must be an incoming junior or senior high school level student for the Fall 2008 semester, and be interested in a career as a Pharmacist or other health care/medical professional. A 3.0 minimum grade point average is preferred. A total of 30 youth will be selected to participate in the Program. Preference given to youth residing and/or attending school in Long Beach, Signal Hill, Torrance or Lomita.

### **How do I apply?**

- Submit completed Program Application, a copy of your school transcripts, and two letters of recommendation by May 9, 2008, to Kristen Major, Youth Opportunity Center, 3447 Atlantic Avenue, Long Beach, 90807. If any questions, please call (562) 570-4733.
- The most qualified applicants will be selected for interviews. Interviews tentatively scheduled for the week of May 12, 2008.
- Applicants will be notified of their acceptance to the Program by May 30, 2008.

# PATHWAYS TO PHARMACY PROGRAM

## Workshop Training Topics

### **Session #1**

**CPR/First Aid** - Everyone working in a medical environment should be CPR/First Aid certified.

### **Session #2**

**General Orientation: New On the Job—Dress Code, Company Policies, Rules, Expectations, Etc.** What employers expect and what YOU should do to make the right impression.

### **Session #3**

**HIPPA, Other Legal Issues, and Universal Precautions** - Participants will also receive information on required summer projects.

### **Session #4**

**Rights, Responsibilities and Benefits:** Sexual harassment, mandated reporters, job safety, and benefit packages. **Communication in the Work Place/The Communication Cycle:** Communicating with supervisors, customers, patients, and fellow employees.

### **Session #5**

**CVS Caremark: Cashier to CEO, A Study of an American Corporation:** Attend a field trip to CVS Caremark's distribution center and to their corporate offices. Learn how large corporations are meeting today's pharmaceutical demands.

### **Session #6**

**Where Do I Go From Here?** Looking for the right post-secondary education or training for YOU! Learn about the many different training opportunities available to pursue a career as a Pharmacist or other health care/medical professional. Summer project proposals and the participant's progress will be reviewed.

### **Session #7**

**Resumes, Cover Letters and Interviewing Techniques:** Representatives from the Youth Opportunity Center will lead participants through the creation of a memorable resume and cover letter. Tips will also be given on how to prepare for a job interview and how to make the right impression.

### **Session #8**

**The Job Interview:** Participants will be prepared for and go through mock interviews with CVS Caremark Managers, and receive feedback on their interviewing skills.

### **Session #9**

**Special Project:** Participants will spend time on class projects.

### **Session #10**

**Project Demonstrations and Program Celebration:** Participants will present their summer project results and session will conclude with an end-of-the Program celebration.

**Schedule subject to change.**

# PATHWAYS TO PHARMACY PROGRAM

## Program Application

Thank you for your interest in the Pathways to Pharmacy Program. Please respond to the following questions and provide any additional information requested. Please use a pen and write legibly. You may use additional pages to respond to application questions. If you have any questions regarding the Program, please refer to the Program's Questions and Answers Form and/or contact the Youth Opportunity Center at (562) 570-4733.

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ (Home) \_\_\_\_\_ (Message) \_\_\_\_\_ (Cell)

**E-Mail Address:** \_\_\_\_\_ **Age/Date of Birth:** \_\_\_\_\_ / \_\_\_\_\_

**Current Grade Level:** \_\_\_\_\_ **Will you be a Junior or Senior in Fall 2008:** \_\_\_\_ Yes \_\_\_\_ No

**Expected Date of Graduation:** \_\_\_\_\_ **School Attending:** \_\_\_\_\_

**Are you a U.S. Citizen?** \_\_\_\_ Yes \_\_\_\_ No **Are you eligible to work in the U.S.?** \_\_\_\_ Yes \_\_\_\_ No

**Please respond to the following:**

- 1) Why are you interested in participating in the Pathways to Pharmacy Program and what do you personally expect to gain from your participation?

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## PATHWAYS TO PHARMACY PROGRAM

## Program Application (Continued)

**Please respond to the following:**

2) What are your career interests and goals? Describe in detail.

[illegible]

# PATHWAYS TO PHARMACY PROGRAM

## Program Application (Continued)

**Please respond to the following:**

- 3) Please describe in detail your work experience, volunteer background, and/or any extra-curricular activities you have been or are currently involved in. Please include dates, where activity took/takes place and who you reported/report to.

[illegible]

# PATHWAYS TO PHARMACY PROGRAM

## Program Application (Continued)

**Please respond to the following:**

- 4) Please describe any special programs/classes you have participated in, special skills and/or interests that you have that relate to this Program.

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### **Application Process:**

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- The most qualified applicants will be selected for interviews. Interviews tentatively scheduled for the week of May 12, 2008.
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### **Signature:**

I understand that submitting this application does not guarantee my enrollment in the Pathways to Pharmacy Program and that I may be asked to participate in an interview as part of the selection process.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Consent: \_\_\_\_\_ Date: \_\_\_\_\_

# PATHWAYS TO PHARMACY PROGRAM

## Program Application - Addendum

Applicants are required to submit a completed application, provide supplemental information, and participate in a panel interview. The most qualified applicants will be considered for participation in the Program. Upon final selection of program participants (up to 30), applicants must:

- Receive a passing score on the on-line CVS Caremark application/assessment (UniCru). This application/assessment is required for internship/employment with CVS Caremark.
- If requested, pass a drug screening test.

Should you have any questions regarding the above, please contact the Youth Opportunity Center at (562) 570-4733.

Please complete the following and attach to your completed application:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Signature:**

I understand that submitting this application addendum does not guarantee my enrollment in the Pathways to Pharmacy Program. Enrollment into the program is contingent on passing the CVS Caremark application/assessment. In addition, I may be required to complete a drug screening.

I also give permission to CVS Caremark staff to use my/my youth's social security number to access his/her application/assessment score on-line via UniCru.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Consent: \_\_\_\_\_ Date: \_\_\_\_\_